

OFFICE OF PERSONAL SERVICE CONTRACT REVIEW

MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION

Woolfolk State Office Building, Room 145
501 North West Street, Jackson, MS 39201

January 26 – 27, 2023

April 27, 2023

Time	Training	Presenter
8:30 – 9:00	Registration and Coffee	
9:00 – 9:45	Introduction and Procurement 101	Angela Cooper
9:45 – 10:30	Invitations for Bids	Shannon Smith
10:30 – 10:45	Break	
10:45 – 11:45	Requests for Applications	Shannon Smith
	Small Purchases	
	Sole Source	
	Emergency	
	Preapproved Vendor Lists	
	Other Procurement Methods	
11:45 – 1:15	Lunch	
1:15 – 2:00	Contract Types	Kim Burse
2:00 – 2:30	Contract Clauses	Brittney Thompson
2:30 – 2:45	Break	
2:45 – 3:15	Cooperative Contracts	Brittney Thompson
3:15 – 3:30	Q&A	Brittney Thompson
3:30 – 3:45	OPSCR Submission Packets	Kim Burse
3:45 – 4:15	Procurement Jeopardy	Jonathan Dillard

April 28, 2023

Time	Training	Presenter
8:30 – 9:00	Welcome and Coffee	
9:00 – 11:00	Petitions for Relief	Brittney Thompson
	Requests for Proposals	
	Requests for Qualifications	
11:00 – 11:15	Procurated	Brittney Thompson
11:15 – 11:30	Break	
11:30 – 11:45	Blind Scoring Activity	Shannon Smith
11:45 – 12:00	Choose Your Procurement Method	Trina Kelly/Jonathan Dillard
12:00 – 12:30	Protests and Debriefings	Brittney Thompson
	Public Records Requests	
12:30 – 1:00	Q&A	Brittney Thompson

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